
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: September 12, 2007

From: Ross Miller, Director of Accreditation

Subject: Charter College of Health and Massage Therapy

Staff recommendation

In accordance with Title 570 IAC (D) [Phase Four-Fully Accredited Status], it is the recommendation of the Commission staff that Charter College of Health and Massage Therapy be granted Fully Accredited status.

Background

Charter College of Health and Massage Therapy was begun by Wendell Whitman, a Warsaw area businessman and natural health advocate. The school is located at 714 East Winona Avenue, Warsaw, Indiana. Charter College of Health and Massage Therapy was begun to train people interested in massage and natural therapies.

School Description

Charter College of Health and Massage Therapy offers one certificate program and one diploma program. The Massage Therapy Certificate program consists of 728 clock hours over a 52 week period. The Massage Therapy Diploma program consists of 808 clock hours over a 52 week period. Currently nine students are enrolled in the diploma program, with no students enrolled in the certificate program. Tuition is currently set at \$7,215 for the Massage Therapy Diploma program and \$6,500 for the Massage Therapy Certificate program.

Evaluation Team

Ms. Emery DeRidder graduated from the Holistic Wellness Academy in 2004. For the past two years Ms. DeRidder has been a practicing Certified Massage Therapist. Ms. DeRidder is also an Advanced Sports Nutritional Advisor, and a Certified Personal Fitness Trainer

Ms. Frances D'Ottavio is Massage Therapist graduate of the Wellness Massage Training Institute, in Woodridge, Illinois. Ms. D'Ottavio has been working as a Massage Therapist since 2005 in Illinois, and more recently in Nappanee, Indiana.

Mr. Frank Sapper is the owner of Basic Kneads and Body Works, a business offering Massage Therapy in the Warsaw area. Mr. Sapper has obtained a Bachelors of Science in Physical Education/Health from Bowling Green University, and a Masters of Science in Physical Education from Nova Southeastern University.

Evaluation Results

Ms. DeRidder recommended Charter College of Health and Natural Therapy for Fully Accredited status. All checklist categories were marked outstanding or superior. Ms. DeRidder commented that the staff was dedicated to the continued success of students; both current, and graduates of the program. Several written

comments were made concerning the well-appointed massage therapy rooms, and the overall facility. Ms. DeRidder also wrote that instructional materials were of high quality and content.

Ms. D'Ottavio recommended Fully Accredited status. All but one category was marked outstanding or superior. In the area of an adequate number of instructors, Ms. D'Ottavio marked satisfactory. She wrote that although the instructors were experienced, more instructors should be hired.

Ms. D'Ottavio wrote three suggestions for improvement. The first suggestion was to improve the profile of the school, through an open house, and more advertising. Secondly, Ms. D'Ottavio wrote that Charter College of Health and Massage Therapy should hire outside instructors to teach some of the basic classes. Lastly, Ms. D'Ottavio suggested that different modalities be offered by outside instructors. The modalities suggested to be offered on weekend, and in evening classes were Pre-natal/Post-natal, Chair Massage, Geriatric Massage, and Sports Massage.

Mr. Sapper recommended Charter College of Health and Massage Therapy for Fully Accredited status. Categories were marked outstanding in all but one, marked superior. Ms. Sapper commented positively on the detailed admissions process. Written comments included his impression of the faculty, and students as having a positive outlook on the school. Mr. Sapper also commented that Mr. Whitman was professional and well-spoken.

Conclusion

The suggestions of Ms. D'Ottavio were not of significance to impede granting Charter College of Health and Massage Therapy Fully Accredited status. Charter College of Health and Massage Therapy currently has two full-time, two part-time, and two outside instructors for a student population of nine students. While increasing school advertisements and adding classes, are good suggestions, they do not rise to the level of recommendations. Commission staff concurs with all three evaluators in recommending Charter College of Health and Massage Therapy for Fully Accredited status.

Supporting Documentation

1. Ms. Emery DeRidder evaluator checklist
2. Ms. Frances D'Ottavio evaluator checklist
3. Mr. Frank Sapper evaluator checklist

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: JUNE 18, 2007

Institution Evaluated: CHARTER COLLEGE OF HEALTH AND MASSAGE THERAPY

Name of Team Member: MS EMERY DERIDDER

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

	<u>YYY</u>		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: LISA BULL IS AN INCREDIBLY RESOURCE FOR THIS FACILITY

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The faculty appear to be satisfied with the overall institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY III -- STUDENT POLICY

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: I FELT THAT ALL STAFF INCLUDING DR. WHITMAN WERE ACCOMADATING TO THE STUDENT NEEDS			

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The student educational needs are met by the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: THE REFERENCE MATERIAL WAS VERY GOOD			

CATEGORY IV ADMISSION PRACTICES

- A. The admission policy of the institution is well administered and the school is reasonably selective.

	YYY		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: I ALSO FEEL THAT THE STAFF IS WILLING TO OFFER ANY SPECIFIC GUIDENCE NEEDED

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

YYY	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: I ALSO FEEL THAT THE THINGS THE PROGRAM OFFERS GETS STUDENTS EVEN MORE EXCITED ABOUT THE WIDE VARIETY OF JOBS IN THE FIELD OF WHOLISTIC HEALTH

- C. The students appear to have an honest impression of the institution before they enroll.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

YYY	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: THE MASSAGE ROOMS FOR CLINIC WERE VERY WELL SET UP

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: CHARTER COLLEGE IS A VERY NICE FACILITY

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: THE BOOKS USED IN TRAINING ARE OF THE BEST QUALITY AND INFORMATION

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: GIVING SUCH A BROAD SPECTRUM OF INFORMATION GIVES THE STUDENTS ONE UP IN THE FIELD

- B. Student records adequately reflect the student's progress during his period of enrollment.

	YYY		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: .

- C. The student records adequately reflect the student's placement after his/her training with the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: ALL INFORMATION WAS INCLUDED IN FOLDERS, TRANSCRIPTS

D. Characterize your impression of the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: I REALLY ENJOYED BEING ABLE TO VIEW THIS FACILITY , IT MADE ME FEEL RELIEVED TO SEE THAT REAL TRAINING IS HAPPENING			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____ YYY

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Team Member's background, as related to evaluation participation, is as follows:

Please describe appropriate background experience and credentials.

ATTENDED HOLISTIC WELLNESS ACADEMY
CERTIFIED MASSAGE THERAPIST
-PRIVATE PRACTICE FOR 2 YEARS

ADVANCED SPORTS NUTRITIONAL ADVISOR

CERTIFIED PERSONAL FITNESS TRAINER

-CERTIFIED WITH NUTRICUTIDE INC. SUPPLEMENTS

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: JUNE 18, 2007

Institution Evaluated: CHARTER COLLEGE OF HEALTH AND MASSAGE THERAPY

Name of Team Member: FRANCES D'OTTAVIO

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u> </u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u> </u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u> </u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u> </u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: TEACHERS' EDUCATION OR EXPERIENCE IS EXCELLENT, BUT NEED MORE TEACHER'S PER STUDENT

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: ADMINISTRATOR'S SET HIGH STANDARDS FOR INSTRUCTOR'S AND STUDENT'S

- C. The faculty appear to be satisfied with the overall institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: INSTRUCTOR'S ENJOY WORKING FOR THE INSTITUTION, AND ARE HIGHLY MOTIVATED.

CATEGORY III -- STUDENT POLICY

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: INSTRUCTOR'S GENUINELY WANT THE STUDENTS TO SUCCEED, AND WILL EXPLAIN THE INFORMATION UNTIL THE STUDENT UNDERSTANDS.

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

	YYY		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The student educational needs are met by the institution.

	YYY		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: EXCELLENT CHOICE OF TEXTBOOKS, STUDY GUIDES, FILMS, AND EQUIPMENT

CATEGORY IV ADMISSION PRACTICES

- A. The admission policy of the institution is well administered and the school is reasonably selective.

	YYY		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: INSTITUTION OFFERS FINANCIAL ASSISTANCE TO ALL STUDENTS IN NEED, THROUGH A LOCAL BANK			

- B. The institution appears to recruit students who have a potential or desire the education provided.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The students appear to have an honest impression of the institution before they enroll.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: STUDENTS ARE GIVEN A TOUR OF THE SCHOOL AND A PERSONAL INTERVIEW BEFORE ACCEPTANCE			

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

_____	YYY	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. Student records adequately reflect the student's progress during his period of enrollment.

YYY	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

- C. The student records adequately reflect the student's placement after his/her training with the institution.

YYY	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

D. Characterize your impression of the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: EXCELLENT LEARNING ENVIRONMENT			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: STUDENTS GENUINELY ENJOY LEARNING FROM THE INSTRUCTORS, AND FELT THEY ARE GETTING A WELL-ROUNDED EDUCATION			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____ YYY

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

SUGGESTIONS FOR IMPROVEMENT:

1. FOCUS ON PROMOTING THE SCHOOL:

A. OPEN HOUSE AT LEAST QUARTERLY

B. INCREASE ADVERTISING TO BRING UP ENROLLMENT

2. INCREASE OUTSIDE INSTRUCTOR'S TO TEACH THE BASIC CLASSES. THE STUDENTS WILL HAVE ANOTHER PERSPECTIVE ON MASSAGE THAN HAVING THE SAME INSTRUCTOR'S TEACHING SEVERAL CLASSES.

3. OFFER DIFFERENT MODALITIES FROM OUTSIDE INSTRUCTOR'S, MAYBE ON NIGHT'S OR WEEKEND CLASSES

A. PRE-NATAL, POST-NATAL

B. CHAIR MASSAGE

C. GERIATRIC MASSAGE
D. SPORTS MASSAGE
THIS WILL GUIDE THE STUDENT IN THE FIELD THEY MAY WANT TO PURSUE

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

FRANCES A. D'OTTAVIO

SUMMARY

I hold a massage license in the State of Illinois, #227.001454, Nationally Certified in Therapeutic Massage and Bodywork, #434605-00, and completed a 770 hour program finishing with 946 hours in massage and bodywork. I am a professional, active member of the American Massage Therapy Association.

EMPLOYMENT HISTORY

Self Employed (Independent Contractor), for
Integrated Massage & Wellness, Culver, In
Nappanee Spinal Adjusting Center, Nappanee, In

Delnor Health & Wellness Center, Geneva, Illinois
Massage Therapist, 2005-2006

Frank Gironda/Brian Michael Salon & Day Spa, Wheaton, Illinois
Massage Therapist, 2005-2006

Zano Salon & Day Spa, Naperville, Illinois
Massage Therapist, 2005-2005

AREAS OF EXPERTISE

Swedish massage, Deep Tissue massage, Pre-natal massage, Stretching and Joint Movement, Sports massage, Seated Massage, Geriatric massage, Reflexology, Aromatherapy, Jin Shin Do Acupressure, John Barnes Myofascial Release, Ben Benjamin Common Injuries, Ortho-Bionomy, Hot Stone massage, Parafango Body Wraps, Seaweed Body Wraps, Salt and Sugar Scrubs.

EDUCATION

College of Dupage, Glen Ellyn, Illinois
Wellness Massage Training Institute, Woodridge, Illinois

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: JUNE 18, 2007

Institution Evaluated: CHARTER COLLEGE OF HEALTH AND MASSAGE THERAPY

Name of Team Member: FRANK SAPPER

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>YYY</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: ADVERTISING MATERIALS ARE VERY PROFESSIONAL LOOKING

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

	<u>YYY</u>		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: ONLY SPOKE WITH TWO INSTRUCTOR'S. WOULD LIKE TO HAVE SPOKEN TO THE OTHER 5 LISTED

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: MR. WHITMAN IS VERY PROFESSIONAL AND WELL SPOKEN

- C. The faculty appear to be satisfied with the overall institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: BOTH LISA AND SUE SEEMED VERY HAPPY TO BE ASSOCIATED WITH CHARTER

CATEGORY III -- STUDENT POLICY

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: STUDENTS HAD MANY POSITIVE COMMENTS FOR THE INSTITUTION

- C. The student educational needs are met by the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY IV ADMISSION PRACTICES

- A. The admission policy of the institution is well administered and the school is reasonably selective.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: PERSONAL INTERVIEWS ARE USED IN THE ADMISSIONS PROCESS, WHICH MAKES FOR A VERY DETAILED INTERVIEW

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: IT WAS POINTED OUT THAT THE INTERVIEW PROCESS QUESTIONS THE STUDENTS' INTENT ON BECOMING A MASSAGE THERAPIST

- C. The students appear to have an honest impression of the institution before they enroll.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: THE FACILITY IS CLEAN AND WELL ORGANIZED

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: THERE IS PLENTY OF ROOM FOR THE SMALL STRUCTURED CLASSES.

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: TEXTBOOKS ARE UP-TO-DATE			

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. Student records adequately reflect the student's progress during his period of enrollment.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

- C. The student records adequately reflect the student's placement after his/her training with the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

D. Characterize your impression of the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: THE ADMINISTRATOR, FACULTY, AND STUDENTS ALL HAVE A POSITIVE OUTLOOK TOWARD THIS SCHOOL			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

YYY			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: STUDENTS ARE VERY MOTIVATED AND HAPPY THEY ARE ENROLLED IN THIS SCHOOL			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____ YYY

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Professional Objective:

To seek a position that offers the opportunity to expand in the field of education and/or administration. To administer, coordinate or instruct the latest curriculums as it relates to my field of expertise at the corporate, university or secondary school settings.

Military Record:

Corporal: United States Marine Corps

Honorable Discharge: June 18, 1978

Education:

(Pre – Principal License Program)

INDIANA WESLYAN; Fort Wayne, IN March 2004 – December 2004

Associate of Applied Science – Medical Assisting

IVY TECH STATE COLLEGE – FORT WAYNE

August 1997 – May 2000

Indiana State Teaching Endorsement in Computer Education

INDIANA UNIVERSITY AT SOUTH BEND

September 1996 - December 1997

Masters of Science: Physical Education/Computer Applications

NOVA SOUTHEASTERN UNIVERSITY, Ft Lauderdale, FL.

January 1987 - December 1988

Bachelors of Science: Physical Education/Health

BOWLING GREEN STATE UNIVERSITY, Bowling Green, OH

September 1978 - May 1983

Professional Experience:

North Side High School, Fort Wayne IN, August 2000 – Present

- Faculty – teaching Introductory and Advanced Computer Applications; Web Design, Desktop Publishing and Programming;
- Building Technology Coordinator;
- Fort Wayne Education Association Building Representative.

Indiana-Purdue Fort Wayne, fall 2000 – fall 2005

Adjunct faculty – CS106 “Introduction to Computers” – teaching online and in the classroom

Indiana University South Bend, summer 1998

Columbia Middle School, Logansport IN, August 1996 – May 2000

Ivy Tech State College, Warsaw IN. April 1995 - June 1996

Warsaw Community Schools, Warsaw IN. October 1989 - June 1995

Columbia County Schools, Lake City, FL. April 1985 - September 1989

Ayersville Local Schools, Ayersville, OH. September 1983 - April 1985

Professional Activities:

1998 – Present - Owner - *Basic Kneads & Body Works* - Therapeutic massage and body works for individuals wishing to enhance the quality of life.

1996 – Present - Owner – *AFS Consultants*, an independent consulting firm facilitating individuals and/or corporations in setting up hardware, recommending software, or answering questions related to e-Mail & the Internet.